



# Staff Report

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**Agenda Item:**           **TOWN MANAGER ANNUAL EVALUATION PROCESS -**  
Discussion of the review process for the Town Manager Annual Evaluation.

**Staff Contact:**           Gayle Mabery, Town Manager

**Meeting Date:**           October 26, 2010

**Background:**           Mayor Von Gausig has requested the Town Manager to begin the process of scheduling the Town Manager Annual Evaluation with the Town Council. The following forms that are to be used as part of the Town Manager's evaluation process are attached:

- Performance Evaluation Procedure
- Manager's Self-Evaluation Form (blank)
- Performance Evaluation Form (for use by Mayor and Council Members)

Although there has never been a set schedule for the Town Manager evaluations, it is ideal if Council can conduct an evaluation annually, and the Council has been doing so for the past 4-5 years. The last evaluation was conducted in December, 2009. Since it is typically useful to try to tie the goals set during Strategic Planning to the Manager's evaluation, for the past several evaluations, we have tried to schedule an evaluation either right before or right after our annual Strategic Planning Session. We anticipate a Strategic Planning Session with the Council in January, 2011.

Clarkdale's Evaluation Procedure suggests a preliminary meeting with the entire Council to review the evaluation procedures, evaluate the criteria, and set timetables for completion of the evaluation process. That preliminary meeting comes in the form of this agenda item on the Council's October 26, 2010 meeting.

The Town Manager's suggestion for a timeline is as follows:

October 26, 2010	Preliminary Meeting with Council to review the evaluation procedures, evaluate the criteria and set timetables for completion of the process.
November 30, 2010	Manager's Self-Evaluation due to Council
December 14, 2010	Evaluation with Council in Executive Session

**Recommendation:**   This is a discussion of the review process only; no action by Council is required.

**Town Manager  
Performance Evaluation Procedure  
Town of Clarkdale**

**Performance Evaluation:** - A structured and formal interaction between the Manager and the Elected Officials for the purpose of reviewing the Manager's performance, strengths and weaknesses, and for the development of future goals and objectives.

**Purposes of Evaluation:**

Clarify the role and responsibilities of the Town Manager.

Strengthen the relationship between the Council and the Town Manager.

Give the Manager feedback on their performance and identify areas where improvements are needed.

Establish performance objectives for the Manager, which likely are tied to goals set at annual Strategic Planning Session.

Provide a basis for compensation decisions.

Recognize and reward good performance.

**Frequency:** In keeping with the purposes for the evaluation, the Council should evaluate the Manager at least annually. The schedule for the evaluation will be established jointly by the Council and the Manager.

**Who Is Involved:** All members of the Council and the Town Manager should participate in the evaluation process.

**Evaluation Procedure:** The evaluation procedure will include the following steps:

1. A preliminary meeting will be held annually including the Council and the Town Manager, to review evaluation procedures, evaluation criteria and set timetables for completion of the evaluation process.
2. Following the preliminary meeting, the Manager shall complete a self-assessment and distribute it to the Council no later than two weeks prior to the scheduled evaluation.
3. The Council shall complete the Town Manager Evaluation Form in advance of the scheduled evaluation.
4. The evaluation session will be conducted, and will include all Council Members and the Town Manager. Based on the results of the evaluation, a report will be compiled that includes: 1) the Manager's self-evaluation (completed by the Manager); 2) a copy of each Council Member's evaluation of the Manager (completed individually by each Council Member); 3) a list of goals for the upcoming year that the Council collectively agrees are the top priorities for the Manager to focus on (completed by the Manager and affirmed by the Council as a result of the evaluation process); and 4) the Council's collective identification of improvements the Manager needs to make in the upcoming year (completed by the Mayor as a result of the evaluation process). The written report will be included in the Manager's personnel file.

Town of Clarkdale  
Town Manager  
Self-Evaluation Form

*This form should be completed and provided to the Town Council two weeks before their evaluations of the Manager are due. Additional pages may be added as needed. Your comments on these self-evaluation questions will be attached to the performance evaluation.*

1. Please list the goals that were set by the Council during your last evaluation, and progress that has been made on these goals since your last evaluation.
2. What other job related accomplishments have you had that were not part of the goals set at your last evaluation
3. What training and development actions did you take during the past year?
4. What obstacles or setbacks did you encounter during the year?
5. What do you see as your major goals for this next evaluation period?
6. What can the Council do to help you accomplish these goals?
7. What suggestions do you have for improving the effectiveness between you and the Council?
8. Do you have any specific training needs which the Council can facilitate, and how will these needs help you in meeting your goals?
9. Are there any other issues or comments you wish to share?

\_\_\_\_\_  
Town Manager's Signature

\_\_\_\_\_  
Date

## Town of Clarkdale

### Town Manager Performance Evaluation Form

*(This form should be completed in its entirety prior to the scheduled Performance Evaluation. If additional pages are needed for comments, please attach them.)*

#### **SECTION 1**

Ratings: 1=Exceeds Expectations, 3=Meets Expectations, 5=Below Expectations, N/O=Not Observed

Evaluation Categories	1	2	3	4	5	N/O
<b><u>Communication with Council</u></b> – Maintains effective written and verbal communication with Council. Maintains availability to Council. Establishes and maintains a system of reporting current plans and activities of the staff to Council. Ensures that staff reports are useful, timely, provide alternatives, and, where applicable, recommend actions.						
<b><u>Policy Implementation and Development of Goals</u></b> – Plans, organizes and executes approved Council policies and assists the Council in the development of annual and long-range goals.						
<b><u>Staff Relations and Development</u></b> – Sufficient training and development are provided for the personal/professional development of the staff. Keeps employees informed appropriately of Town affairs and policies which may affect them. Inspires and motivates the staff, through confidence, competence and enthusiasm, to achieve their best and fulfill the objectives of their department and the Town.						
<b><u>Financial Planning and Administration</u></b> – Demonstrates budget skills and experience and proposes a balanced, understandable and well-documented budget. Controls expenses within the levels set by the budget.						
<b><u>Delivery of Town Services</u></b> – Ensures that Town services are delivered effectively and efficiently, as authorized and budgeted by the Town Council.						
<b><u>Community Relations</u></b> – Demonstrates effective communication with citizens and shows an honest interest in the community. Effectively deals with the news media and avoids politics and partisanship. Properly conveys the policies and programs of the Town to the press and to the citizens.						
<b><u>Intergovernmental Relations</u></b> - Deals effectively with other units of government at the local, regional, state and federal level. Develops relationships that are beneficial to the Town. Is able to facilitate cooperative efforts among various local agencies and the Town.						
<b><u>Personal/Professional Development</u></b> – Keeps informed and abreast of the latest information and technology available in his/her profession and in municipal affairs, generally.						
<b><u>Integrity</u></b> – Fulfills responsibilities and duties in accordance with the ICMA and ACMA Code of Ethics.						
<b><u>Overall Performance Rating</u></b>						

**SECTION 2: Accomplishments**

Has the Town Manager accomplished, or satisfactorily worked toward accomplishing, the goals established by the Council? Why or why not?

**SECTION 3: Strengths**

Based upon your overall evaluation of the Town Manager, what areas would you list as his/her strong points as a Manager?

**SECTION 4: Suggested Improvements**

Based upon your evaluation, what areas would suggest the Town Manager work on to improve his/her skills and to be more effective in specific areas or situations?

**SECTION 5: Goals**

What are the major goals on which the Manager needs to focus in the coming year?

**SECTION 6: Council/Manager Relations**

Do you have any suggestions for improving the effectiveness between the Council and the Town Manager?

Are there any other issues or comments you wish to share?

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date